Attachment 4 Disabled Veterans Business Enterprise (DVBE) Standard Form 840

DOCUMENTATION OF DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM REQUIREMENTS

STD. 840 (REV. 4-1-2003)

prio	applicable sections and attach the required supporting documentation. You are advised to read all instructions carefully r to completing this form. Remember that only California certified DVBEs who can provide related goods and/or services be used to satisfy these program solicitation requirements.
	OPTION A – <i>I commit to meeting the full DVBE Agreement participation requirement.</i> Complete STD. 840, Section A.
	OPTION B – <i>I performed and documented a Good Faith Effort (GFE) in an attempt to obtain DVBE participation.</i> Complete STD. 840, Section A (for GFE Steps 4 & 5) and STD. 840 (REVERSE), Section B (for GFE Steps 1–3).
	OPTION C – I submit a copy of my firm's "Notice of Approved DVBE Business Utilization Plan."

Designation Of Option Check the appropriate box(es) to indicate the option(s) with which you choose to comply, complete

A. Full information must be provided.

For Agreement participation commitment, at least one DVBE must be listed. DVBEs must perform a commercially useful function. List the specific goods and/or services with the dollar and/or percentage value(s) that the DVBE(s) commit(s) to provide and the DVBE's tier (prime contractor = 0, subcontractor to prime contractor = 1, subcontractor to Tier 1 subcontractor = 2, etc.). If both the estimated dollar amount and percentage are listed, the higher value supercedes. Attach additional pages to list all other DVBE subcontractors/suppliers (you may use STD. 840A). During contract performance, all requests for substituting named DVBEs must be made in accordance with the provisions of California Code of Regulations, Title 2, Section 1896.64(c).

For Good Faith Effort (GFE), use this section to document your first completed contacts with (Step 4), and consideration of (Step 5), relevant DVBEs. Business reasons for non-selection must be documented. Attach additional pages to list all other DVBE contacts (you may use STD. 840A). Copies of all written invitations and delivery confirmations must also be attached and submitted with the bid/proposal.

NO.	Date /	Date Contacted DVBE Company Name (If you are the Prime and a DVBE enter your name, otherwise enter the solicited subcontractor.)								
RT	DVB	DVBE Contact Name & Reference #			Telephone Number			Fax Number		-mail (if available)
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FAITH EFFORT		Street Address, City, State, and Zip Code								
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ATTACH ADDITIONAL PAGES (OR USE STD. 840A) TO LIST ALL OTHER DVBE CONTACTS

Go to Page 2, Section B to continue Good Faith Effort documentation ⇒

STATE OF CALIFORNIA – GENERAL SERVICES PROCUREMENT DIVISION

ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS

STD. 840A (EST. 4-1-2003)

B Documentation of Good Faith Effort Steps 1, 2, and 3—Remember to carefully read all instructions prior to completing this form. Please refer to the Resources & Information page for detailed contact information and a sample advertisement format.

				ent (the contracting official, unless an nent this contact (optional).	other contact is specifi	ed) to identify potential	
Date Contacted Contact Name				ient tins contact (optional).		Telephone Number	
/ /						() - ext.	
Describe F	Result						
organiza	ations	to identif	y potential DVBE sul	document your contacts as require boontractors/suppliers. Attach scree on, Office of Small Business and DVE	en print(s) of Web Res	sults for verification.	
PHONE CONTACT		(916) 322-5060			the Certification Office for a list of ertified DVBEs.		
ONLINE SEARCH	Date /	/	Internet Address	gs.ca.gov/smbus		ertification Office's online tify California certified DVBEs.	
Describe F	Result	/	nttp://www.pa.a	gs.ca.gov/silibus		-	
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ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS

STD. 840A (EST. 4-1-2003)

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ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS

STD. 840A (EST. 4-1-2003)

This document may be used as a continuation from Section A, STD. 840 (REV. 4-1-2003)							
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DVBE Program Requirements Supplier Checklist (Rev. 4-1-2003)
Please do not submit this checklist with your bid. It is provided for your use only. Checking every box of your elected compliance option does not guarantee that your bid will be evaluated compliant.

OPTION A: COMMITMENT TO DVBE AGREEMENT PARTICIPATION
STD. 840 included with bid
DVBE Written Agreement(s)
Designated the Commitment Option – Checked the first box
Listed at least one California certified DVBE subcontractor
Checked the box(es) for "Yes"
Listed specific goods and/or services DVBE(s) agrees to provide
Proposed DVBE Agreement performance is a "commercially useful function" relevant to the Agreement
Listed the estimated dollar amount and/or percentage of Agreement for the DVBE's participation
Proposed DVBE participation meets the 3% requirement (unless a different percentage is specified)
Attached a copy of the DVBE's certification letter from the Department of General Services
OPTION B: GOOD FAITH EFFORT (GFE)
STD. 840 included with bid
Designated the GFE Option – checked the second box
(Step 4) Listed all DVBEs contacted and invited to perform on the proposed Agreement
Confirmed that listed DVBEs are California certified and verified certification expiration date
Attached copies of the invitations sent to the listed DVBEs
Invitations included the required contact information
Attached copies of the delivery confirmations for invitations to DVBEs (e.g. mail receipts, fax confirmations, etc.)
(Step 5) Checked the "No" boxes and listed the business reasons for non-selection of DVBEs contacted
(Step 1) Contacted the Awarding Department and listed contact and results
(Step 2) Contacted Other State agency (Office of Small Business and DVBE Certification) and listed the contact and results
(Step 2) Searched the Federal U.S. Small Business Administration (SBA) using the Central Contractor Registration (CCR) on-line database and noted the results
(Step 2) Contacted Local DVBE Organization(s) and listed the contact and results
(Step 3) Advertised – IF NOT WAIVED
Listed full information for the advertisement(s) and publication(s)
 At least 2 ads in one trade and in one DVBE focus publication; OR 1 ad in one dual-purpose publication Attached a copy of the advertisement(s) and affidavit(s) of publication
 The advertisement(s) were published at least 14 days prior to the bid date
The advertisement(s) included my required contact information
OPTION C: BUSINESS UTILIZATION PLAN (BUP)
Prior to the bid due date – Submitted a BUP to DGS-PD and received approval
STD. 840 included with bid
Designated the BUP Option – Checked the third box
Attached a copy of the BUP Approval letter from DGS-PD